

Locksmith

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Locksmiths and Locksmith Employees Requirements for Licensure

A *locksmith* operates a business that installs, repairs, opens, or modifies locks or that originates keys for locks. (An individual who simply duplicates existing keys is not considered a locksmith.)

An individual, partnership, or corporation seeking a license as a locksmith must specify in the application the individual who will manage the business on a day-to-day basis. (An owner, partner, or corporate officer may serve as the manager, or may hire someone to fill this role.) In order to obtain the company license, **each** individual applicant, partner, or corporation officer must undergo a criminal history background check through the Department of Justice to be evaluated on an individual basis.

To apply for a company license, submit the application for licensure along with a \$75 fee (\$30 application processing, \$45 licensing), as well as two recent passport-quality photographs, two fingerprint cards, and a \$32 Department of Justice fingerprint processing fee **for each** applicant, partner, and officer. For a license under a fictitious business name, the application shall include a certified copy of the fictitious business name statement filed with the County Clerk. Send the application package to the Department of Consumer Affairs Licensing Division, P.O. Box 989002, West Sacramento, CA 95798-9002. You will receive a copy of the Locksmiths Act with your license.

NOTE: If the company performs work at a single location or site that exceeds \$300, the locksmith manager must also have a contractor license (C-26/C-28/C-61/D-16). The application fee is \$250, and the licensing fee is \$150. Study materials for the exam are available from the Contractors State License Board. Call 916-255-3900 or 1-800-321-2752.

Note: Local government may require a business permit.

To become licensed by the California Department of Consumer Affairs as a locksmith or to become registered as a locksmith employee, you need to meet these requirements. Persons who simply duplicate keys from existing keys are not considered locksmiths and do not need to register.

Locksmith Employee

To be eligible to apply for registration as a locksmith employee, you must meet the following requirements:

- Undergo a criminal history background check through the Department of Justice to be evaluated on an individual basis.
- Submit your completed application with two fingerprint cards and \$52 (\$20 registration fee and \$32 Department of Justice fingerprint processing fee) to the Department of Consumer Affairs Licensing Division, P.O. Box 989002, West Sacramento, CA 95798-9002. A copy of the Locksmiths Act will be provided on request for a fee.

Once you have submitted your application and appropriate fees, you will be issued a 120-day temporary license. (Individuals who have been convicted of any crime will **not** be issued a temporary license.)

To request an application for registration as a locksmith employee or licensure as a locksmith company, call 916-322-4000 or 1-800-952-5210.